



## ARLINGTON FINANCE COMMITTEE

### MINUTES OF MEETING

1/31/2022 7:30 PM

Conducted by Remote Participation – Zoom Meeting

#### ATTENDEES:

Gibian	P	Padaria	P	Harmer	P	Tosti	P
Blundell	P	Migliazzo	P	LaCourt	P	Nascimento	P
Ellis	P	Wallach	P	Jones	P	Deshler	P
Healy	P	Foskett	P	Kocur	L	Carman	P
Beck	A	Crawford Pokress	P	Kellar	L	McKenna	P
						Bradley	P

P indicates Present; L indicates late; A indicates absent

Visitors: Lillian Hartman (resident), Don Seltzer (resident), Mary-Margaret Franclemont (resident and former committee member) and Sean Keane (ACMI)

#### INTRODUCTION

1. Foskett read the rules for the meeting as formulated by Town Counsel based on the Governor's authorization. An important rule is that all votes, unless unanimous, must be by role call. Attendance was taken by role call.
2. The group takes a moment of silence to remember Brian Rehrig, a long-time Town Meeting member, who recently passed away. Foskett thanks three retiring members for their service (Mary-Margaret Franclemont, John Deyst and Peter Howard).
3. Foskett introduces new Executive Secretary, Tara Bradley, and two new committee members Wanda Nascimento (representing Precinct 18) and Sophie Migliazzo (representing Precinct 8 as an At-Large member who resides in Precinct 10).

#### MINUTES

4. Updates from the Finance Committee Working Groups:
  - a. Information Systems: the SharePoint system is active for committee documents; the group has been collaborating with the Remote Participation Committee on best practices and is evaluating data measurements to implement.
  - b. Communications: the focus is recruiting for Precinct 7 and press releases for new members and the reappointment of returning members. The group suggests updates to

the Finance Committee page on the town website. Foskett clarifies that he is interviewing candidates for Precinct 7.

- c. Operations Research: the group is working on a spreadsheet to summarize costs and revenues of trash disposal and recycling. A note that the Association of Town Finance Committees' handbook was updated in November 2021 and their next meeting is scheduled for April 30, 2022.
- d. Capital Planning Committee: meetings are underway with more information to come in the presentation on March 7, 2022.
- e. Policies & Procedures: the Arlington Finance Committee handbook is close to completion.
- f. Reporting Rationalization: clarification is shared about the presentation of Actuals in the Town Manager's FY2023 Budget.
- g. Long Range Planning Committee: funds from the American Rescue Plan Act are available to the town. The school system is seeing a decrease in student enrollment.

5. Budget Review: the Town Manager FY2023 Budget is reviewed for initial questions and comments from the beginning through the Libraries budget section. An important note is the movement of Town Election oversight from the Select Board to the Town Clerk's office.

#### CONCLUSION

The meeting adjourned at 9:50 PM.

The next meeting is Wednesday, February 2, 2022 at 7:30 PM.

Tara Bradley  
2/1/2022

Reference 1: Communications Working Group update

# Communications Working Group

Team Leader: Arif Padaria

Team Members: Alan J, Micahiah H + **Your Name Here!**

## Town

Website

Notices

Reports to Town  
Meeting

Boards and  
Departments

## Public

Social Media

Arlington List

Press Releases

Other Related  
Institutions and panels

## Recruiting

Town Organizations

Precinct Meetings

PTA's

# MAJOR INITIATIVES

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## RECRUITING

### New Members

- ▶ **Wanda Nascimento** Precinct 18
- ▶ **Sophie Migliazzo** Precinct 8 (representative) – Member at Large
- ▶ **Tara Bradley** Executive Secretary

### Open

- ▶ Precinct 7 Charlie is interviewing a prospective member. If that falls through, then we will ramp up efforts.

## PRESS RELEASES: upcoming/planned

- ▶ New Member announcements – for Wanda, Sophie & Tara
- ▶ “Appointing authority makes “x” reappointments on Arlington Finance Committee (new, reappts, changes)
- ▶ FinCom Handbook – once it’s ready we will plan on putting a PR to announce its availability for download
- ▶ Reports - any working groups/individuals on FinCom preparing reports, please alert this group once the reports are ready so we can make a PR announcement of their availability.

## TOWN WEBSITE:

- ▶ Discuss with IT Working group and decide what content should be on the Town Website for the FinCom. Presently it’s incorrect/lacking and needs an update.
- ▶ Add NEW Sections: NEWS - a sub area to place PR announcements; REPORTS – a sub-area to place Reports (mentioned above)

## NEW MEMBERS FOR COMM WORKING GROUP:

- ▶ We’ve suffered a loss due to M-squared not being on the FinCom....and so we need new blood. How about it – Wanda and Sophie??



# Thank You